



# Incentive and Pledge Program Requirements

The Indiana Department of Environmental Management (IDEM) has teamed up with the Environmental Protection Agency (EPA) to help provide guidance for schools to improve their indoor air quality through a program called Tools for Schools. For the schools that make a commitment to implement this program, IDEM is providing an incentive mini grant of \$ 200.00 to each school that will start taking action and begin to make improvements of the air quality of the school.

## \*Conditions of Tools for Schools incentive:

1. The school must fill out the pledge.
2. The school must fill out a W-9 form.
3. IDEM must approve the item purchased.
4. The school must include original copy of the receipt for the purchase.
5. IDEM can only pay up to \$ 200.00 for the purchase made.
6. The purchase must be made in between October 1, 2000-September 30, 2004
7. School corporations can have up to (2) schools in the corporation apply for the incentive unless funds are still available.
8. Schools must do a walkthrough of their facility.



Items that the school purchases for the program must be used for the use of improving the indoor air quality at the school. Listed below are some examples:

## Please check the following that apply

- |  |  |   |
|--|--|---|
| <input type="radio"/> Hepa vacuum  | <input type="radio"/> Duct cleaning  | <input type="radio"/> Cleaning of HVAC system |
| <input type="radio"/> Filters  | <input type="radio"/> Consulting fees  | <input type="radio"/> Dehumidifier            |
| <input type="radio"/> Training/Education   | <input type="radio"/> Humidifier   | <input type="radio"/> Repair from mold damage |
| <input type="radio"/> Radon Test   | <input type="radio"/> Repair/Upgrade to HVAC system  | <input type="radio"/> CO Detector             |
| <input type="radio"/> CO2 detector   | <input type="radio"/> Ceiling/Roof Repair  | <input type="radio"/> Mercury Recycling       |
| <input type="radio"/> Ventilation Fan  | <input type="radio"/> Lead Risk Assessment   |   |
| <input type="radio"/> Air quality measurement equipment that measures CO2, relative humidity, and ambient temp | <input type="radio"/> Integrated Pest Management Supplies(plastic tubs, baits, traps, shelves) |   |

## Other(purchase must be approved by IDEM)

Please describe purchase made: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

School Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 County \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 Number of students \_\_\_\_\_ Grades \_\_\_\_\_  
 Number of Buildings \_\_\_\_\_

Identifier # (IDEM internal use only) \_\_\_\_\_

**IDEM**



Fax this form to  
(317) 233-6647 or



mail to  
IDEM Office of Planning  
and Assessment

Attn: Tami Johnson,  
Children's Environmental  
Health

100 N Senate Avenue, P.O.  
Box 6015  
Indianapolis, IN 46206



# Tools for Schools

(TFS)



Our school \_\_\_\_\_ pledges  
to maintain good indoor air quality in the school and ensure the school maintains a healthy and  
comfortable learning environment for all students and staff.

Our school is committed in improving our environment by implementing the Tools for Schools action  
kit to identify, solve and prevent indoor air quality problems.

Therefore, we, the undersigned Indiana school have established these goals to improve our indoor air quality at  
our school and encourage our students, staff and their families to practice sound environmental practices as well.

To achieve these goals, we pledge to participate in the IDEM's Tools for Schools program. As a participate in this  
program we will:

- ☒ Send for the Tools for School kit FREE of charge
- ☒ Establish an Indoor Air Quality Coordinator/TEAM
- ☒ Conduct a walkthrough in the school and identify where improvement can be made
- ☒ Develop a preventative maintenance plan
- ☒ Complete the checklist for facility maintenance, teachers, and ventilation
- ☒ Attend an IDEM IPM or Indoor Air Workshop FREE of charge
- ☒ Improve the overall environmental health of the school by implementing integrated  
pest management strategies and participating in the mercury awareness program

\_\_\_\_\_  
School Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
School Name

\_\_\_\_\_  
Date